

**CONFIDENTIAL**

005 62-863

FEB 1962

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**MEMORANDUM FOR: Director of Central Intelligence**

**SUBJECT : Surplus Personnel Procedures - Retirement Eligibles**

1. This memorandum submits a recommendation for your approval. Such recommendation is contained in paragraph 4.

2. HR [ ] Separation of Surplus Personnel, provides for the identification of individuals as surplus to the Agency's needs based on evaluation of several factors, including "potential for future usefulness." Especially in view of this factor, some individuals being considered under HR [ ] will be approaching eligibility for optional or discontinued service retirement. Accordingly, and consistent with the objective of dealing reasonably and humanely with individuals involved in surplus personnel procedures, the Deputy Director of Central Intelligence approved on 13 December 1961 the following provisions recommended by the Career Council:

a. An individual who will become eligible for optional retirement within 12 months after his identification as surplus by the Deputy Director concerned shall be allowed to apply for retirement effective when he attains eligibility and thus remove himself from the HR [ ] exercise.

b. If an individual will become eligible for discontinued service retirement within 12 months after the Director's approval of his separation, the separation date will be set to retain him until he attains eligibility.

c. In either case, the Deputy Director concerned must determine that the employee can be usefully assigned and the employee must use any annual leave to his credit prior to attaining eligibility for retirement.

3. The Career Council reviewed this matter at its meeting on 1 February and proposes extending from 12 to 24 months the periods specified above. This consideration was based on examination of the service records of individuals who have 18 years of government service. The Council concluded that such individuals were deserving of greater opportunity to attain eligibility for an immediate annuity. In the Clandestine Services, where the largest planned HR [ ] exercise is now in progress, this extension would permit twelve employees to remain until retirement. In other pending cases, it would permit three employees to do so.

4. It is accordingly recommended that you approve a change from 12 to 24 months in the periods stated in paragraphs 2a and 2b above.

CONCUR:

/s/ Emmett D. Echols

Emmett D. Echols  
Director of Personnel

L. K. White  
Deputy Director  
(Support)

The recommendation stated in paragraph 4 is approved.

SIGNED

Director of Central Intelligence

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Date

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MEMORANDUM FOR: Deputy Director of Central Intelligence

SUBJECT: Application of Surplus Personnel Procedures [ ] to Retirement Eligibles

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1. This memorandum submits a recommendation for your approval. Such recommendation is contained in paragraph 3.

2. The CIA Career Council on 30 November 1961 reviewed the attached paper concerning the application of surplus personnel procedures and recommended the approval of the following procedures for application to those individuals who are in a surplus category and who might be among those recommended for separation pursuant to HR [ ]

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a. If such an individual is eligible for immediate optional retirement, he shall be allowed to file a formal application for retirement and thus remove himself from the HR [ ] exercise.

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b. If such an individual will become eligible for optional retirement within 12 calendar months following his identification by the Deputy Director concerned as an employee whose separation is to be recommended, he shall be allowed to file a formal application for retirement effective as of the date he becomes eligible and thus remove himself from the HR [ ] exercise. In allowing him to do so, however, it must be determined by the Deputy Director concerned that the employee's services can be profitably used in the interim and it must be understood that the employee will use any accumulated and accrued annual leave to his credit prior to the date he becomes eligible for retirement.

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c. If such an individual will become eligible for a discontinued service annuity within 12 calendar months following a formal recommendation to the Director of Central Intelligence for his separation, he shall be allowed to remain on the Agency's rolls until such eligibility is attained. Such action assumes that the individual's services can be profitably used in the interim and that he will use his annual leave prior to becoming eligible for the annuity.

3. It is accordingly recommended that you approve the procedures described in paragraph 2 above for application in pertinent cases.

[ ]

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Deputy Director of Personnel

The recommendation in paragraph 3 is approved.

SIGNED

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Deputy Director of Central Intelligence  
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